

**Town of Epsom
Board of Selectmen Meeting Minutes
December 27, 2022 at 6:00pm**

Virginia Drew, Chair
Cheryl Gilpatrick
Meadow Wysocki

Approved: **Gilpatrick / Wysocki**
Vote: **In favor, 3-0.**

Call to Order

Ms. Drew called the meeting to order at 6:00pm.

Staff present: Megan Rheaume, Board of Selectmen Recording Secretary; Jennifer Johnson, Administrative Assistant; Jerrica Vanslyvong, Finance Administrator; Fire Chief Stewart Yeaton; Ted Virgin, Emergency Management Director; Lieutenant Brian Michael.

Others present: None

Mr. Virgin led the pledge of allegiance.

Review and Accept or Amend Agenda:

Ms. Gilpatrick added signing the receipt for the payout for the damaged guardrail.

Motion by: Ms. Gilpatrick to accept the agenda as amended. **Second by:** Ms. Wysocki.
Motion passed unanimously: 3-0.

Finance Administrator Report: Ms. Vanslyvong discussed the auditor's suggestion to train another office employee to do payroll to avoid any fraud. She would like to train Ms. Johnson, and she would do payroll occasionally. The Board agreed to this. The Board also discussed an encumbrance for painting the interior of the Police Department that was supposed to be completed in 2022. It was determined it could not be encumbered an additional year.

Administrative Assistant Report: Ms. Johnson noted the Department Heads have been making their end-of-year purchases. The Police Department purchased new cell phones, and the Fire Department purchased a new Ipad.

Ms. Johnson has continued to work on the Copperline Road name issue, noting that all the proper corrections have been made by the Town. She is still researching the deeds, as most of the deeds are affected, and some have both road names. She noted correcting the deeds will be the final step in the correction process, but that will be up to the residents. Ms. Gilpatrick suggested either putting this matter on an upcoming agenda and inviting the affected residents of Copperline Road to come in to discuss it, or mailing an update to the residents. After some discussion, it was decided that sending a letter with an update would be the best option. Ms. Gilpatrick is working with Ms. Johnson on drafting the letter.

Scheduled Appointment:

Fire Department Grant Request 6:15PM: Chief Yeaton noted the Fire Department is working on completing the GOFER grant for a new laryngoscope. Mr. Virgin noted the grant for the Emergency Operations Center generator is also being completed.

Chief Yeaton discussed the age of the current radios used by the Fire Department, noting they were updated after 9/11. Mr. Virgin would like to seek a grant to replace them through the Fire Act Grant, which would give a 90/10 match. He would like to have the Police and Highway Departments replace their radios with the same ones, and will be researching grant opportunities for that as well.

Chief Yeaton briefly updated the Board regarding recent events involving the Fire Department. He noted that call volume was quiet right before the last storm. They have had 30 calls since Thursday. He also noted that as of December 14th, there is no new status update from Ford Motor Company for the replacement engine in the new ambulance. Ms. Drew inquired if Chief Yeaton was all set with the dollar amount in his Warrant Article for the new ambulance. Chief Yeaton noted he has been working on it with Ms. Vanslyvong.

Signature/Approval Items:

Vacation Rollover Request:

Motion by: Ms. Gilpatrick to approve the vacation rollover request. **Second by:** Ms. Wysocki.
Motion passed unanimously: 3-0.

Payment-in-full receipt for the damaged guardrail: The Board signed the paid-in-full receipt for the damaged guardrail.

Discussion:

Warrant Articles: The Board reviewed the wording and dollar amounts for the Warrant Articles in preparation for them to go before the Budget Committee. One edit was made. Ms. Vanslyvong will enter them into the DRA system for a pre-review.

Year-End Budget Review: Ms. Vanslyvong distributed the Revenue Budget for 2022, and noted the Rooms & Meals tax has been received. The amount is \$426,595.75, so the anticipated revenue budget amount has been exceeded.

Ms. Gilpatrick explained the land use change tax revenue for 2022. The Budget Committee had questioned the amount, noting it seems low. She noted the land use change tax only applies to parcels, or portions of parcels, that are coming out of current use, and the town has 18 months to assess the land use change tax. There may be more land use change tax revenue that has not been accounted for yet.

Ms. Drew questioned if there are any departments that are over on their budgets. Ms. Vanslyvong noted that the Highway Department is close to going over at 98.8%. The Selectmen's Office is over budget. The Board reviewed the most recent expenditures to date report, and noted the ARPA funds were accounted for. Ms. Gilpatrick noted the Parks &

Recreation Commission will need to encumber the insurance funds for the new slide, as it cannot be ordered until 2023. They will also need to submit an invoice for the tree removal at the Park, or the funds will need to be encumbered.

Ms. Drew asked Lieutenant Michael why the painting at the Police Department was never completed. He noted he was not involved with it, and it can wait until 2023. Ms. Drew noted his budget for 2023 will allow for it.

Scheduled Appointment:

Lieutenant Brian Michael 7:00PM:

Requested Non-public session per RSA 91-A:3 II (a)

Motion by: Ms. Gilpatrick to enter into non-public session per RSA 91-A:3 II (a) at 7:08pm.

Second by: Ms. Wysocki. **Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Motion by: Ms. Gilpatrick to exit the non-public session at 7:39pm and seal the minutes.

Second by: Ms. Wysocki. **Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye. A decision was made.**

The Board discussed scheduling changes and updates for the Police Department.

Discussion:

Encumbrances: The Board discussed encumbrances to be made for 2023. Ms. Gilpatrick noted the Parks and Recreation Commission will need to encumber \$5030.93. \$1000 of that will need to come out of the Park budget. The remaining funds are the insurance payment for the slide. She will discuss the Park encumbrances further with Commissioner Perry and revisit it at the next meeting.

Motion by: Ms. Gilpatrick for three encumbrances. The first for the Fire Department undercoating for \$1,350.00, the second for the Fire Department for Bergeron Protective Clothing in the amount of \$3,600.00, and the third for Emergency Management for GOV Direct in the amount of \$3960.77. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

The Board discussed hiring a moving company to move the town offices. Ms. Johnson noted she will research local moving companies and get some quotes. They also discussed any new items that will be needed in the new town office space.

Policy Review: Tabled

OMRC Charter Renewal: Tabled

BTLA Settlement Agreement: Ms. Gilpatrick discussed the BTLA agreement with a taxpayer for 2020. The Board agreed to the new assessed amount, but they need to know if interest will

be included before they vote on it. Ms. Johnson will inquire with the Assessor. The Board will wait to vote until Ms. Johnson hears from the Assessor.

Selectmen's Reports:

Ms. Wysocki:

Welfare Department: Ms. Wysocki noted she asked the Welfare Director for the number of families the town was able to assist during the holiday season, but she has not responded to her yet.

Fire Department and Emergency Management updates were covered during the FD grant request discussion.

Ms. Gilpatrick:

Highway Department: The Road Agent noted one small washout area on Echo Valley Farm Road from the recent rain storm, but it has already been fixed. Ms. Gilpatrick commended Scott & Jesse for all their hard work during the storm.

Planning Board: Ms. Gilpatrick noted the first public hearing for proposed zoning amendments will be on Wednesday, December 28th at 6:30pm.

Ms. Drew:

BCEP: Ms. Drew noted BCEP had issues with being short-staffed.

Zoning Board of Adjustment: The ZBA met last Wednesday for a variance application that was denied. Discussion ensued at the end of that meeting regarding variance adherence. The ZBA expressed disappointment with the lack of enforcement of adherence. The Board discussed levying of fines for non-compliance.

OMRC: Ms. Drew noted the OMRC will be meeting in January, and they are looking for another member, preferably with a background in finance. The Fire Department had expressed concern regarding a report that was done in 2011 stating that the ceiling between the lower and upper level of the Meetinghouse needs to have a two-hour rated ceiling or a sprinkler system will need to be installed. Ms. Drew received confirmation from the contractors that it is a two-hour rated ceiling. They will also be installing wire mesh insulation for fire suppression purposes.

The lower level of the Meetinghouse has had the sheetrock installed, and work has started on the bathrooms. The sheet rocking was due to start today inside the Old Town Hall, but no one showed up to work on it. George Carlson has stepped in to work on site design issues, and has been working with the neighboring property owners in regards to additional land needed to appease the NHDOT. Ms. Drew has also completed the LCHIP Stewardship Report.

Approval of Minutes: Public 12/12/2022 & 12/19/2022

Motion by: Ms. Gilpatrick to approve the public minutes of 12/19/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Motion by: Ms. Gilpatrick to approve the public minutes of 12/12/2022 as amended. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Correspondence – FYI:

Other Business: None.

Non-public session per RSA 91-A: 3II (c):

Motion by: Ms. Gilpatrick to enter into non-public session per RSA 91-A:3 II (c) at 9:05PM. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

Motion by: Ms. Gilpatrick to exit the non-public session and seal the minutes at 9:10PM. **Second by:** Ms. Wysocki. **Motion passed unanimously via roll call vote: Meadow, aye; Cheryl, aye; Virginia, aye.**

No decision was made.

Adjournment

With no further business to come before the Board at this time, **Motion by:** Ms. Gilpatrick to adjourn at 9:10pm. **Second by:** Ms. Wysocki. **Motion passed unanimously: 3-0.**

Respectfully submitted,

Megan Rheaume
Board of Selectmen Recording Secretary